

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

### QUALITY COORDINATOR

Position available with Correctional Health, Durango Juvenile Hlth Care Adm Division

Work Location: 111 W Monroe, Ste 900, Phoenix, AZ 85003

#### Conditions of Employment

This position is Unclassified under Merit System Rules.

#### Recruitment Dates

Monday, August 30, 2004 – Open Until Filled

#### Salary

\$20.78 - \$27.53 Per Hour

#### Qualification Guidelines

Bachelor's Degree in Nursing or other healthcare related field from an accredited college or university and four years of experience as an RN, **OR** an Associate's Degree in Nursing or related field and six years of experience as an RN. CPHQ preferred. Preference given to those with experience in continuous quality improvement and regulatory adherence in healthcare. Knowledge of current quality management principles, theories, trends, and related tools desired. Must have the ability to perform duties accurately with minimal supervision; ability to establish and maintain positive team working relationships to promote positive change and quality improvement initiatives; skill to conduct complex clinical audits; ability to analyze complex data, develop recommendation and facilitate the implementation of corrective actions and evaluate outcomes; ability to prepare educational materials and facilitate training. Must have computer skills including Microsoft Office products such as Word, Excel, and Access. **NOTE** A valid unrestricted license as a RN issued by the Arizona State Board of Nursing or compact state Board of Nursing required.

#### Essential Job Tasks

Facilitate multidisciplinary quality improvement teams utilizing current concepts and tools of Continuous Quality Improvement (CQI). Coordinate analysis and risk reduction strategies to completion for quality issues and events. Instruct Correctional Health Services (CHS) employees on the concepts and tools of CQI. Participate in Quality Management related committees and teams as assigned. Assist in writing policies, procedures, and quality plans as assigned. Coordinate the development and implementation of data collection processes. Provide oversight to projects, including scheduling of activities, data abstraction, and data entry as appropriate. Prepare, analyze, interpret, and present data/information. Understand regulatory and accreditation standards as they apply to departmental functions, and assist in developing correction plan(s) and monitoring for adherence. Perform other duties as assigned.

#### Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

#### Filing Process

For further information and to obtain application materials, please contact :

Correctional Health Services (602) 506-1092  
111 W. Monroe St., Suite 1120, Phoenix, AZ 85003  
Fax: (602) 506-2160  
<http://www.maricopa.gov>

**PLEASE SUBMIT ALL APPLICATIONS DIRECTLY TO CORRECTIONAL HEALTH ONLY!**

#### Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.